

Asset Label Application Solution for a Nursing Aged Care Home

1. Objective

To implement a comprehensive and efficient asset labelling system that allows aged care home staff to easily identify, track, and manage physical assets, including medical equipment, furniture, appliances, and IT devices.

2. Asset Labelling System Overview

A. Asset Types

The solution will cover labelling for the following categories:

- Medical equipment (e.g., wheelchairs, beds, walkers, oxygen tanks)
- Resident aids (e.g., hearing aids, personal furniture)
- IT equipment (e.g., computers, tablets, printers)
- Maintenance tools (e.g., vacuums, lawn equipment)
- Kitchen and laundry equipment
- Furniture (e.g., chairs, desks, cabinets)

B. Label Specifications

- **Material:** Durable **3M** Silver polyester (waterproof, chemical resistant, UV & scratch resistant)
 - **Adhesive:** Permanent pressure-sensitive adhesive
 - **Size:** Standard (e.g., 40mm x 20mm) and custom sizes for small items
 - **Information Displayed:**
 - Unique Asset ID (e.g., 001234)
 - QR code (linked to asset database)
 - Item name and category
 - Purchase/maintenance date (optional)
 - Department or location
 - Organization logo
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3. Implementation Workflow

Step 1: Asset Inventory Audit

- Conduct a complete inventory of all current physical assets
- Assign each item a unique ID using an asset management system

Step 2: Label Design and Printing

- Design standardized asset labels using label design software
- Print labels using a thermal transfer or inkjet label printer

Step 3: Application of Labels

- Clean surfaces before applying labels
- Affix labels in a visible but protected location on the asset
- Verify label readability and QR code functionality

Step 4: Digital Asset Register

- Use asset management software (e.g., [Quick Response Asset Management](#)) to:
 - Log asset details (ID, type, location, condition, purchase/maintenance dates)
 - Scan QR codes to retrieve/update asset records
 - Schedule maintenance reminders and audits
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4. Ongoing Management and Maintenance

A. Regular Audits

- Conduct quarterly or bi-annual asset audits using mobile scanning tools
- Update records based on condition, location changes, or decommissioning

B. Staff Training

- Train staff on how to use the QR scanner and access the digital asset system
- Establish protocols for reporting lost, damaged, or relocated assets

C. Asset Lifecycle Management

- Use data from the system to inform purchasing, repairs, and disposal decisions
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5. Benefits of the System

- Improves accountability and reduces asset loss or misplacement
 - Enhances compliance with safety and accreditation standards
 - Saves staff time with efficient scanning and tracking
 - Enables proactive maintenance and replacement scheduling
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6. Optional Enhancements

- Integration with procurement and accounting systems
 - Mobile app access for asset management on-the-go
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